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Mail Properties

From: Joseph Leizear
<josephl@mdsa.net>
To: "Richard Herring" <Richard.Herring@dgs.state.md.us>
CC: <kimm@mdsa.net>

Thursday - October 19, 2006 12:53 PM

Subject: old retention schedule no. 255**Attachments:** Mime.822 (3149 bytes) [View] [Save As]

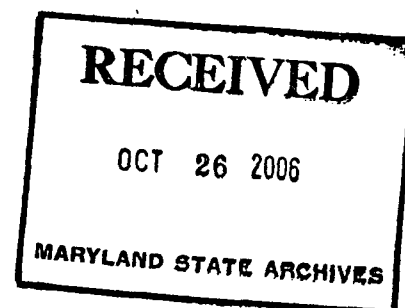
Richard,

We are missing our copy of an old retention schedule for the Comptroller of the Treasury schedule no. 255. Would you by chance have this schedule on file and if so can we get a copy of it? It has since been superseded by schedule no. 1836 but we want to maintain a complete set of records.

Thanks,
Joe Leizear

Joe Leizear
Deputy Director of Appraisal and Description
Maryland State Archives
350 Rowe Boulevard
Annapolis, MD 21401
410.260.6463

*Joe,
copy attached,
Richard*



Hall of Records
Commission

REQUEST FOR RECORDS RETENTION SCHEDULE
To be Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE
NO.

255

PAGE
NO.

1.

1. Requesting Agency

CONTROLLER OF THE TREASURY

2. Division or Bureau of Requesting Agency

RETAIL SALES TAX DIVISION

3. Authorization Requested (Check only one of the squares below).

☐ **A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ **B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ **C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

1. LICENSE FILE

Size: 5" x 8 1/2"
Dates: 1947 - -
Quantity: 26 drawers
File Arrangement: Numerical in two series: (1) Baltimore City, (2) all others
Annual Accumulation: 1 drawer
Audit: State
Index: Yes (See Item 4)

A copy of each license issued is retained by the Division. Any changes in address or business are noted on the license. If the business is sold a new license must be obtained. The license shows name, address, code number of type of business, license number, and account number. The license and account numbers of Baltimore City licenses are the same; this is not true of licenses outside of the City.

RECOMMENDATION: RETAIN PERMANENTLY.

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

Henry A. Steinmuller Jr.
Signature

CHIEF ACCOUNTANT

Title

June 5, 1956
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

6/7/56
Date

Morris S. Sadoff
Archivist

JUN 11 1956

Date

Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE
NO. **255**

PAGE
NO. **2.**

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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2. TAX ACCOUNT FOLDER

Dates: 1947 - -

Quantity and File Arrangement: Account Folders are filed numerically in the following categories:

Baltimore City:

Active Accounts	380 drawers
Sold or Discontinued Business (Closed accounts)	23 drawers
Inactive Accounts (Seasonal Businesses)	44 drawers

Counties:

Active Accounts	520 drawers
Sold or Discontinued (Closed Accounts)	38 drawers
Inactive Accounts (Seasonal Businesses)	5 drawers

Out-of-State and Washington, D.C.:

Active Accounts	60 drawers
Sold or Discontinued (Closed Accounts)	5 drawers
Inactive Accounts (Seasonal businesses)	5 drawers

Consolidated Accounts

Active Accounts	16 drawers
Sold or discontinued (Closed Accounts)	1 drawer

**Stored at Department of Budget and
Procurement Warehouse:**

Sold or Discontinued
(Closed Accounts), all categories 288 drawers or
transfiles

Sales Tax Monthly Report (Form R5TD 3
(Removed from active accounts for
years July 1947-December 1950) 116 transfiles

Total 2,250 cubic feet in 1,501 drawers

Annual Accumulation: 165 drawers, 250 cubic feet)

Audit: State and Division

Index: Yes (See Item 4)

APPROVED
HALL OF RECORDS COMMISSION

APPROVED BY
BOARD OF PUBLIC WORKS
JUN 11 1956
Date

[Signature]
Secretary

225 ydr added
1980

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE
NO. 255

PAGE
NO. 3.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
	<p>Any business or individual dealing in commodities taxable under the Retail Sales law must file monthly reports with the Division. A folder for each such business is maintained containing the following records:</p> <p>RSTD-1 Application for Maryland Retail Sales and Use Tax License</p> <p>RSTD-3 Retail Sales and Use Tax Report (monthly) - although different colored forms are used, information on the forms is identical: White - Baltimore City Green - County Yellow - Out-of-State Yellow with Red Margin - Washing, D. C. Other forms which may be in the folder are:</p> <p>RSTD-9 Retail Sales and Use Tax Report - annual. (Discontinued in 1948)</p> <p>RSTD-36 Change of Address</p> <p>RSTD-032 Use Tax Report</p> <p>RSTD-038 Amended Return</p> <p>RSTD-047 License Cancellation</p> <p>RSTD-088 Assessment</p> <p>RSTD-097 Notification of Delinquency or Penalty and Interest Charges</p> <p>RSTD-247 Retail Sales and Use Tax Report - Race Track Vendors Correspondence</p>	
A.	RECOMMENDATION: RETAIN RETAIL SALES AND USE TAX REPORTS (FORM RSTD-3) and THE ANNUAL REPORT (RSTD-9) FOR SIX YEARS AND THEN DESTROY.	
B.	RECOMMENDATION: RETAIN ALL OTHER RECORDS UNTIL THE ACCOUNT IS CLOSED AND FOR SIX YEARS THEREAFTER AND THEN DESTROY.	
3.	<p><u>LEDGER CARDS</u></p> <p>Form No.: RSTD-125 Size: 5" x 8" Dates: 1947 - - Quantity: 38 trays active, 40 trays inactive, 38 cubic feet storage (100 cubic feet total) File Arrangement: Numerical Accumulation: 30 cubic feet total) Disposable Amount: 38 cubic feet Audit: State and Division Index: Yes (see Item 4)</p> <p>A ledger card is prepared for each licensee. It shows the monthly</p>	

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HALL OF RECORDS COMMISSION

APPROVED BY
BOARD OF PUBLIC WORKS
JUN 11 1956
Date

[Signature]
Secretary

*Change in form after 1954 - 1/2/55
1/2/55
12/19/55*

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
	<p>payments, the total payments to date, and the period covered by the payment. The cards are designed for four years' entries. Every four years new cards for all active accounts are prepared; replaced cards are placed in the inactive file and earlier cards are sent to storage.</p> <p>RECOMMENDATION: RETAIN WHILE CURRENT AND FOR AN ADDITIONAL SIX YEARS THEREAFTER; THEN DESTROY.</p>	
4.	<p><u>INDEX TO TAX ACCOUNTS</u></p> <p>Size: 3" x 5" Dates: 1947 - - Quantity: 141 drawers (12 cubic feet) File Arrangement: Alphabetical</p> <p>Information shown on the index is name, address, license number, account number, and business classification. At present (May, 1956) cards of sold or discontinued businesses are being removed and placed in a separate inactive file.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
5.	<p><u>USE TAX REPORT</u></p> <p>Form No.: RSTD-032 Size: 8 1/2" x 11" Dates: 1947 - - Quantity: 12 drawers (18 cubic feet) File Arrangement: Alphabetical Annual Accumulation: 2 drawers Disposable Amount: 3 drawers (4 1/2 cubic feet) Audit: State <i>Map Code Art. 81- Sec 357</i></p> <p>Tangible personal property purchased from an unlicensed vendor must be reported to the Division on this form and the tax paid. The report is submitted either by the vendor or the purchaser. Very little reference is made to the Reports after the audit is completed.</p> <p>RECOMMENDATION: RETAIN FOR SIX YEARS.</p>	
6.	<p><u>VALIDATING RECORDS</u></p> <p>Dates: 1950 - - Quantity: 20 drawers in office plus 50 cubic feet storage (total 80 cubic feet) File Arrangement: Chronological Annual Accumulation: 14 cubic feet Disposable Amount: 30 cubic feet Audit: State</p>	

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HALL OF RECORDS COMMISSION

APPROVED BY
BOARD OF PUBLIC WORKS
Date JUN 11 1956

[Signature]
Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE
NO.

255

PAGE
NO.

5.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
	<p>A careful check on daily receipts is maintained whereby errors are picked up and corrected immediately.</p> <p>RSTD-121 Move Ticket - accompanies each "batch" of 75 monthly returns as they are processed, each processing action is noted on the ticket.</p> <p>Validating Machine Tape - prepared at time amount indicated on the return is checked against the amount shown on the check.</p> <p>Posting Machine Tape - prepared as entries are posted to the individual account ledger cards.</p> <p>Monthly Trial Balance Tapes</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.</p>	
7.	<p><u>EXEMPTION FILE - NON-PROFIT INSTITUTIONS</u></p> <p>Size: 5" x 8"</p> <p>Dates: 1947 - -</p> <p>Quantity: 2 drawers</p> <p>File Arrangement: Numerical</p> <p>Annual Accumulation: 1 or 2 linear inches</p> <p>Index: Yes, alphabetical</p> <p>Non-profit institutions and organizations are exempted from the payment of the Sales Tax. Exemption Certificates are issued on a pre-numbered form, a copy of which is retained in a numerical file. A carbon copy on plain paper is retained in an alphabetical file. Once the exemption is granted it need not be renewed. The certificate shows name, address, and certificate number.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
8.	<p><u>NON-PROFIT INSTITUTION EXEMPTION CORRESPONDENCE</u></p> <p>Dates: 1947 - -</p> <p>Quantity: 3 drawers</p> <p>File Arrangement: Alphabetical</p> <p>Annual Accumulation: 2 to 4 linear inches</p> <p>Disposable Amount: 1 drawer</p> <p>Correspondence with various institutions and organizations concerned with exemption from the Sales and Use Tax. The file is referred to for administrative purposes particularly to establish precedents as a basis for approving or refusing an exemption application and for</p>	

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HALL OF RECORDS COMMISSION

RECEIVED BY
BOARD OF PUBLIC WORKS

Date: Jun 11 1956

[Signature]
Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE
NO.

255

PAGE
NO. 6.

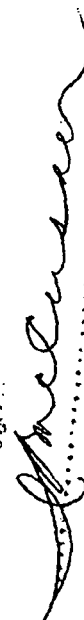
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	<p>review if an organization changes its scope of operation.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS, THEN REMOVE AND RETAIN PERMANENTLY RECORDS HAVING CONTINUING ADMINISTRATIVE AND LEGAL VALUE AND DESTROY ALL OTHER MATERIAL.</p>	
9.	<p><u>FUEL TAX EXEMPTION</u></p> <p>Size: 8½" x 11" Dates: 1947 - - Quantity: 14 drawers File Arrangement: Numerical Index: Yes</p> <p>Certain types of fuel sales (electricity, steam, gas, coal, and oil) are exempt from the operation of the Sales Tax. The Application for Exemption (Form RSTD-18) shows the applicant's name, address, type of business, name of company who supplies the fuel, the meter numbers, the purpose or use of the fuel and reason the purchase is exempt. Upon approval of the Application an Exemption Certificate (Form RSTD-18) is issued, showing type of fuel, purchaser, meter numbers, supplier, and effective date of certificate. The certificate is permanent, changes in meter numbers or suppliers are noted on the original applications and certificates.</p> <p>The index, on 3" x 5" cards, is filed alphabetically and shows the name of the organization exempted, exemption number and supplier's name.</p> <p>RECOMMENDATION: RETAIN WHILE APPLICANT REMAINS IN BUSINESS AND FOR THREE YEARS THEREAFTER, THEN DESTROY.</p>	<p style="writing-mode: vertical-rl; transform: rotate(180deg);">APPROVED HALL OF RECORDS COMMISSION</p> <p style="text-align: right;"> <i>[Signature]</i> Secretary </p>
10.	<p><u>REFUND FILE (LEGAL SECTION)</u></p> <p>Dates: 1947 - - Quantity: 4 drawers File Arrangement: Alphabetical Annual Accumulation: ½ drawer Audit: State</p> <p>This file contains all records concerned with a refund, such as correspondence, audit work sheets, invoices in support of proof of payment, Retail Sales and Use Tax Report (RSTD-3), Application for license (RSTD-1), investigators' and auditors' worksheets and reports, etc. The data is referred to for precedents and as such the majority of it must be retained permanently.</p> <p>RECOMMENDATION: RETAIN FOR SIX YEARS, THEN REMOVE AND RETAIN PERMANENTLY ALL RECORDS HAVING CONTINUING LEGAL AND ADMINISTRATIVE VALUE AND DESTROY ALL OTHER MATERIAL.</p>	<p style="text-align: right;"> Date: 1958 <i>[Signature]</i> </p>

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)SCHEDULE
NO.

255

PAGE
NO.

7.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.																																																				
11.	<p><u>ADMINISTRATIVE ACCOUNTING RECORDS</u></p> <p>Dates: 1947 - - Quantity: 11 drawers in office, 15 boxes in storage (total 46 cubic feet) File Arrangement: Chronological Annual Accumulation: 6 cubic feet Audit: State</p> <p>This item includes all standard accounting forms used by State agencies as supporting data to the final book of entry. The final books of entry are to be retained permanently. Specifically these supporting records are:</p> <p style="text-align: center;">Comptroller of the Treasury</p> <p><u>Form No.</u></p> <table border="0"> <tr> <td>E-1-S</td> <td>Memorandum of Adjustment</td> </tr> <tr> <td>E-1 and E-1/2</td> <td>Distribution of Charges</td> </tr> <tr> <td>DD-1</td> <td>Transmittal</td> </tr> <tr> <td>R-2 (formerly MR-2)</td> <td>Certificate of Deposit and Bank Deposit Slip</td> </tr> <tr> <td></td> <td>Monthly Report of State Funds Collected and Deposited</td> </tr> <tr> <td></td> <td>Distribution of Unexpended and Obligated Balances</td> </tr> <tr> <td></td> <td>Monthly Statement of Balances -</td> </tr> </table> <p style="text-align: center;">Purchasing Bureau (Department of Budget and Procurement)</p> <table border="0"> <tr> <td>1-A</td> <td>Requisition for Supplies</td> </tr> <tr> <td>47-A</td> <td>Purchase Order</td> </tr> <tr> <td>100-16</td> <td>Out-of-Schedule Requisition for Supplies</td> </tr> <tr> <td>39-A and 40-A</td> <td>Stores Requisition</td> </tr> <tr> <td>CF-2</td> <td>Copy of Contract Awarded</td> </tr> <tr> <td>CF-1</td> <td>Capital Fund Requisition for Equipment</td> </tr> <tr> <td>100/24</td> <td>Actual Emergency and Repairs Report</td> </tr> <tr> <td>27-A</td> <td>Copy of Contract Awarded</td> </tr> <tr> <td>CF-3</td> <td>Copy of Contract Awarded</td> </tr> <tr> <td></td> <td>Delivery Invoice</td> </tr> <tr> <td>26-A</td> <td>Notice of Award of Contract</td> </tr> <tr> <td>52</td> <td>Credit Memorandum</td> </tr> <tr> <td>51</td> <td>Report of Partial Delivery</td> </tr> </table> <p style="text-align: center;">Budget Bureau (Department of Budget and Procurement)</p> <table border="0"> <tr> <td>BB-1 (Rev.)</td> <td>Formerly BB-1 and BB-2</td> </tr> <tr> <td>B.P. Inv. R101</td> <td>Budget Schedule Amendment Sheet</td> </tr> <tr> <td>B.P. Inv. R102</td> <td>Report of Fixed Assets (annual)</td> </tr> <tr> <td>B.P. Inv. 6</td> <td>Report of Materials and Supplies (annual)</td> </tr> <tr> <td></td> <td>Materials and Supplies Physical Inventory (annual)</td> </tr> <tr> <td>Budget Form Nos. 1 thru 11</td> <td>Budget Estimates Fiscal Year (13 pages including farm statement)</td> </tr> </table>	E-1-S	Memorandum of Adjustment	E-1 and E-1/2	Distribution of Charges	DD-1	Transmittal	R-2 (formerly MR-2)	Certificate of Deposit and Bank Deposit Slip		Monthly Report of State Funds Collected and Deposited		Distribution of Unexpended and Obligated Balances		Monthly Statement of Balances -	1-A	Requisition for Supplies	47-A	Purchase Order	100-16	Out-of-Schedule Requisition for Supplies	39-A and 40-A	Stores Requisition	CF-2	Copy of Contract Awarded	CF-1	Capital Fund Requisition for Equipment	100/24	Actual Emergency and Repairs Report	27-A	Copy of Contract Awarded	CF-3	Copy of Contract Awarded		Delivery Invoice	26-A	Notice of Award of Contract	52	Credit Memorandum	51	Report of Partial Delivery	BB-1 (Rev.)	Formerly BB-1 and BB-2	B.P. Inv. R101	Budget Schedule Amendment Sheet	B.P. Inv. R102	Report of Fixed Assets (annual)	B.P. Inv. 6	Report of Materials and Supplies (annual)		Materials and Supplies Physical Inventory (annual)	Budget Form Nos. 1 thru 11	Budget Estimates Fiscal Year (13 pages including farm statement)	<p style="text-align: center;">APPROVED HALL OF RECORDS COMMISSION</p> <p style="text-align: right;">  Secretary </p> <p style="text-align: center;"> RECEIVED HALL OF RECORDS COMMISSION Date JUN 7 1956 </p>
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REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE
NO.

255

PAGE
NO.

8.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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Others

RSTD-215
RSTD-40

Daily Report of Absentees
Time Report
Expense Invoices
Vendors Invoices
~~Bank Deposit Slips~~
~~Bank Statements~~
Bank Deposit Receipts
Canceled Checks
Check Stubs

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

12. ACCOUNTING RECORDS FOR WHICH DISPOSAL HAS BEEN PROVIDED BY A GENERAL RECORDS RETENTION SCHEDULE

PAYROLL (Prior to July 1, 1953). The agency copy of this payroll form is to be retained for five years or until audited, whichever is later, and then destroyed. (General Schedule No. G-1, Item 1-d, approved by the Board of Public Works, January 11, 1954).

PAYROLL JOURNAL - The agency copy is to be retained for three years or until audited, whichever is later and then destroyed. (General Schedule No. G-2, Item 1-d, approved by the Board of Public Works, January 11, 1954).

PAYROLL EXCEPTIONS, Additions and ^{Deductions} ~~Exceptions~~ - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-2, Item ~~2a~~ 2b, approved by the Board of Public Works, January 11, 1954).

PAY WARRANTS - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-3, Item 3, approved by the Board of Public Works, May 10, 1954).

RECEIVING WARRANTS - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-4, Item 3, approved by the Board of Public Works, May 10, 1954).

TRANSMITTAL FORM E-1 or E-1 (Comptroller of the Treasury Form) is to be retained for three years or until audited, whichever is later and then destroyed. (General Schedule No. G-5, Item 3, approved by the Board of Public Works, May 10, 1954).

APPROVED
HALL OF RECORDS COMMISSION

20 JUN 11 1956
Date JUN 11 1956

[Signature]
Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
13.	<p><u>MASTER AUTHORIZATION</u></p> <p>This state-wide form of the Commissioner of Personnel is the authorization for entering the employee's name on the payroll or for making any changes in the pay rate. It also shows all pay deductions.</p> <p>RECOMMENDATION: RETAIN WHILE EMPLOYED AND FOR THREE YEARS AFTER DATE OF SEPARATION, OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.</p>	
14.	<p><u>LEAVE RECORDS</u></p> <p>File includes the following records:</p> <p>Leave record card - Form SEC 128-A, a standard state-wide form prepared annually for each employee.</p> <p>Leave applications</p> <p>Doctor's certificates</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.</p>	
15.	<p><u>MISCELLANEOUS CORRESPONDENCE</u></p> <p>Dates: 1947 - -</p> <p>Quantity: 4 drawers</p> <p>File Arrangement: Alphabetical by subject</p> <p>Annual Accumulation: 1 cubic foot</p> <p>Correspondence concerned with the functions of the Division. It is with Federal, State, local and other State agencies, business and professional organizations, individuals, business firms, etc. Periodically, correspondence having no continuing value is removed from the file and destroyed.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS, THEN REMOVE AND RETAIN PERMANENTLY RECORDS HAVING CONTINUING ADMINISTRATIVE AND LEGAL VALUE AND DESTROY ALL OTHER MATERIAL.</p> <p>AUDIT AND INVESTIGATION SECTION</p>	
16.	<p><u>PROGRESS REPORT</u></p> <p>Form No.: RSTD 200</p> <p>Size: 8 1/2" x 11"</p> <p>Dates: June 1953 - -</p> <p>Quantity: 8 drawers (12 cubic feet)</p> <p>File Arrangement: Chronological</p> <p>Annual Accumulation: 2 drawers</p>	

APPROVED
HALL OF RECORDS COMMISSION

APPROVED BY
BOARD OF PUBLIC WORKS
Date 1956

[Signature]
Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)SCHEDULE
NO. 1

255

PAGE
NO. 10.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
17.	<p>DAILY REPORT</p> <p>This report is prepared by each field auditor for each call he makes. It shows the auditor's name, the licensee, account and license numbers, names of persons interviewed, and a complete description of the results of the visit. Since any actions taken as a result of the auditor's report are initiated immediately and completed within a short period of time, there is little value to the report thereafter.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.</p> <p>Form No.: RSTD-41 Size: 8 1/2" x 11" Dates: 1948 - - Quantity: 4 drawers active, 15 cubic feet inactive (total 21 cubic feet) File Arrangement: Alphabetical by name of investigation Annual Accumulation: 2 drawers</p> <p>Each auditor submits this daily report. It shows his name, the date, licensee's name and number, time spent, any remarks, amount collected or assessed. All calls for the day are listed on the report. The report has been found to be useful for many years in checking the activities of the investigators, particularly if malfeasance is indicated. Since June 1953, a 3" x 5" card summarizing the Daily Report has been used (see Item 18, below). This card will be used in the future for continuing reference rather than the Daily Report.</p> <p>RECOMMENDATION: RETAIN DAILY REPORTS FOR THE YEARS 1948-1953 FOR TEN YEARS AND THEREAFTER FOR SIX YEARS AND THEN DESTROY.</p>	
18.	<p>AUDIT CONTROL CARD</p> <p>Form No.: RSTD-51 Size: 3" x 5" Dates: June 1953 - - Quantity: 8 drawers active, 2 drawers inactive. File Arrangement: Alphabetical by name of auditor and therein alphabetized by name of firm.</p> <p>A card is prepared for each licensee visited by the auditor or investigator. Information shown is licensee's name, address, account number, license number, auditor's name, date assigned, date report filed, amount due, amount paid, a brief summary of the progress report, date closed, and on the reverse the dates and times of all calls are noted as are the dates progress reports are filed. These cards, like the daily reports, are used as a</p>	

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Date JUN 11 1956

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)SCHEDULE
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255

PAGE
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11.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
19.	<p>reference source should any questions regarding audits arise at some later date.</p> <p>RECOMMENDATION: RETAIN WHILE AUDITOR IS EMPLOYED BY THE DIVISION AND FOR TEN YEARS THEREAFTER; THEN DESTROY.</p> <p><u>READING FILE (Audit Section)</u></p> <p>Size: 8½" x 11" Dates: 1953 - - Quantity: 1 drawer File Arrangement: Chronological Annual Accumulation: 6 inches</p> <p>This file contains a copy of all correspondence originating in the Audit Section. Also included are inter-office memos and field instructions. The file is used for handy reference. Another copy of the outgoing correspondence is filed in either the Account Folder or the legal correspondence file as the case may be. This Reading File is considered non-record within the meaning of the statute governing non-record material (Art. 41, Sec. 155, Annotated Code of 1951).</p>	
20.	<p><u>MASTER INDEX FILE</u></p> <p>Form No.: RSTD-51 Size: 3" x 5" Dates: 1947 - - Quantity: 30 drawers File Arrangement: Alphabetical by name of licensee Annual Accumulation: 3 drawers</p> <p>The face of this card shows the same information as does the Audit Control Card (Item 18 above). On the reverse, all actions, correspondence, etc., are briefly noted. A new card is prepared for each audit made of a particular licensee. All cards of one licensee are retained in the file. There is constant reference to the cards for follow-up and comparative purposes.</p> <p>RECOMMENDATION: RETAIN UNTIL LICENSEE SELLS OR DISCONTINUES BUSINESS AND FOR SIX YEARS THEREAFTER; THEN DESTROY.</p>	

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 Date: JUL 11 1958


 Secretary